

**JACRISTOFFERSON**

**JACRISTOFFERSON.362610@2freemail.com**

**R   E   S   U   M   E**

**OBJECTIVE**

**To obtain a job in a customer-oriented environment**

 **SUMMARY OF QUALIFICATIONS**

Ability to deal with people

Providing customer with the quality service

 Experience in hands-on computer encoding

Respect to one’s duty

Can speak English

Compliance to company policies and goals

**PERSONAL DETAILS**

Date of Birth :         December 16, 1989

        Age :     27 yrs old

        Nationality :          Filipino

        Gender :   Male

        Civil Status :     Single

        Religion :      Church of Christ

**April 2010**

Computer Programing

Japanese School of Advance Technology

Bacoor, Cavite

**2007-2008**

Jedidah Christian Academy

Imus, Cavite

**2003-2004**

Mabolo Elementary School

Bacoor, Cavite

**WORK HISTORY**

April 2013 up April 4 2017

As Admin Staff/Senior Front Desk Officer

Alexandria Specialist Medical Center

Al Khoudh, Muscat, Oman

Store Keeper

Khalid Company for Medical Supplies

Al Khoud, Muscat, Oman

**Responsibilities:**

Attending customer needs

Verifying identification and signing in customers.

Answering phones, greeting customers and clients scheduling appointments.

Acting as a liaison between clients and executive staff.

Performs daily IT – related office work like preparation and generation of reports in Excel spreadsheets

Encoding letters/communications in Word documents.

Troubleshooting computer problems.